

APPENDIX ADEFINITIONS

1. Activity. One of the organizational elements of the Military Departments, Defense Agencies, or civilian Agencies.
2. Adopted Non-Government Standard. A non-Government standard that has been accepted for use by the Department of Defense and is listed in the DoDISS (reference (n)) .
3. Adopting Activity. The activity responsible for the adoption of a non-Government standard.
4. Agent. An activity which acts for, and by authority of, the Preparing Activity or Adopting Activity in the preparation of standardization documents, item reduction studies, engineering practice studies, and the administration of QPLs and QMLs. The Preparing Activity retains responsibility and approval authority for the work accomplished.
5. AMSDL Clearance Office. The OSD office listed in the SD-1 (reference (t)) that must clear all new and revised DIDs and specifications and standards that serve as the source documents for data requirements applied in contracts.
6. Applicant. The manufacturer or distributor making application for qualification of a product.
7. Civilian Agency. A Federal Agency other than the Department of Defense.
8. Commercial Item Description (CID). An indexed, simplified product description managed by the GSA that describes, by functional or performance characteristics, the available, acceptable commercial products that will satisfy the Government's needs.
9. Commercial Product. A commercially developed product in regular production sold in substantial quantities to the general public or industry at an established market or catalog price.
10. Consolidated Comments. Comments submitted by a Custodian that reflect a Department or an Agency position. The process of consolidation involves resolving comments so that there is a single position.

11. Coordinated Standardization Documents. Documents issued to cover items or services required by more than one Military Department, Defense Agency, or civilian Agency.
12. Coordination. The process of having standardization documents reviewed and commented on by Government and private sector organizations.
13. Custodian. The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its Department or Agency, and submitting those comments to the Preparing Activity.
14. Data Item Description (DID). A completed form that defines the data required of a contractor. DIDs specifically define the data content, preparation instructions, format, and intended use. DOD-STD-963 (reference (cc)) covers the content and format for DIDs.
15. Departmental Standardization Office (DepSO). A top level office in each Military Department or Defense Agency responsible for managing the Defense Standardization Program and ensuring that its Lead Standardization Activities and Standardization Management Activities properly implement the policies, procedures, and goals of the DSP.
16. Department of Defense Index of Specifications and Standards (DoDISS) (Reference (n)). A publication that lists Federal and military specifications and standards, guide specifications, military handbooks and bulletins, CIDs, adopted NGSS, and other related standardization documents used by the Department of Defense.
17. Distributor. Anyone authorized by the manufacturer to distribute the manufacturer's product. This also includes the distributor authorized by the manufacturer to rebrand and distribute the manufacturer's rebranded product under the distributor's own brand.
18. Engineering Practice Study. An engineering analysis conducted for standardizing practices, such as drafting procedures and methods; codes; engineering terms and terminology; dimensional and functional interchangeability; and basic characteristics of equipment and materials.
19. Essential Comment. A coordination comment covering requirements or provisions of such importance to the mission of the commenting activity that it must be accepted or reconciled.

20. Federal Specification. A specification issued or controlled by the GSA for commercial or modified commercial products, which contains requirements or tests too extensive to be suitable for a CID.
21. Federal Standard. A standard issued or controlled by the GSA that is mandatory for use by all Federal agencies.
22. Federal Supply Class (FSC). A four-digit coding structure used to group products into logical families for supply management purposes. The FSCS are discussed and identified in Cataloging Handbook H2-1 (reference (u)). As used in the standardization program, the four-digit code is used to group standardization documents associated with products into logical families for standardization management purposes.
23. Federal Supply Group (FSG). A two-digit coding structure used to group related FSCS under logical families for supply management purposes. The first two digits of each FSC represent the related FSG. The FSGS are discussed and identified in Cataloging Handbook H2-1 (reference (u)). As used in the standardization program, the two-digit code is used to group standardization documents associated with the FSCS into logical families for standardization management purposes.
24. Guide Specification. A document used to identify recurring requirements for types of systems, subsystems, equipments, or assemblies that must be determined and tailored for each acquisition before solicitation or contractor selection.
25. Inactive for New Design. A term applied to an existing standardization document for an item no longer approved for use in new designs or equipment. That document can be used for procurements in support of existing designs or equipment.
26. Integrated Materiel Manager. The materiel manager responsible for the execution of assigned materiel management functions for selected items or the selected FSCs.
27. Item Reduction Activity. An activity in a Military Department, a Defense Agency, or a civilian Agency responsible for reviewing FSCS or item name codes for reducing, to the highest degree practicable, the number of sizes and kinds of items that are generally similar.
28. Item Reduction Study. An analysis to identify unneeded items currently in the supply system that involves a technical review of

supply items to identify duplicating or overlapping items. It leads to a reduction in a number of similar items.

29. Item Standardization Codes. The coding structure that identifies items as either "authorized for acquisition" or "not authorized for acquisition."

30. Interim Documents. Revisions, amendments, or change notices issued by a single Military Department, a Defense Agency, or an activity in the DoD Component for coordinated Federal or military specifications or standards; guide specifications; or military handbooks or bulletins to meet a need when time does not permit preparation of a coordinated document. "Used-in-lieu-of" documents are now referred to as "interims."

31. JAN Brand. The designation "JAN" or "J" is a U.S. Military registered mark of certification; i.e., Patent Registration No. 504,860. The certification mark "JAN" or "J" certifies that the electronic part is manufactured in accordance with current applicable Government specifications. The "J" brand is used when the size of the part does not provide adequate space for the "JAN" brand.

32. Key Acquisition Standardization Document. A standardization document that because of its broad applicability and major impact on the design of a system or program management processes requires OSD approval. Key acquisition standardization documents are identified in the SD-1 (reference (t)) .

33. Lead Standardization Activity (LSA). A management activity in a Military Department or a Defense Agency that guides DoD standardization efforts for a FSG, a FSC, or a standardization area through the development of standardization program plans, authorization of standardization projects, and identification and resolution of standardization issues. Reference (t) identifies the LSAS.

34. Limited Coordinated Standardization Documents. Documents issued to cover products or processes required by only one Military Department or Defense Agency, or where immediate acquisition needs do not permit a coordinated document.

35. Manufacturer. The actual producer that is responsible for the fabrication or assembly of the final product, as defined by the specification.

36. Mettrication. Any act tending to increase the use of the metric system, including increased use of metric units and engineering standards that are based on such units.
37. Military Bulletin. A DoD document that contains special alphabetical or numerical listings of Federal, military, and non-Government publications for parts, materials, and processes.
38. Military Coordinating Activity (MCA). The military activity responsible for coordinating, reconciling, and consolidating military comments for the Department of Defense on a Federal standardization document prepared by a civilian Agency.
39. Military Handbook. A guidance document containing standard procedural, technical, engineering, or design information about the materiel, processes, practices, and methods covered by the DSP.
40. Military Specification. A document that describes the essential technical requirements for purchased materiel that are military unique or are substantially modified commercial items.
41. Military Standard. A document that establishes uniform engineering and technical requirements for military-unique or substantially modified commercial processes, procedures, practices, and methods.
42. Military-Unique Requirement. A design, construction, manufacturing, or reliability requirement that is peculiar to the military, and cannot be met by a commercial product, process, or practice.
43. National Codification Bureau Code. A two-digit number indicating the country that originally cataloged an item.
44. National Coordinating Activity (NCA). An activity in each North Atlantic Treaty Organization (NATO) country, officially designated and so recorded with the NATO International Staff to act as a point-of-contact for matters involving mutual acceptance of qualification approval. The OASD (P&L) SPD is the U.S. NCA, and the point of contact in the United States for matters of a general nature that do not involve a U.S. military specification.
45. National Qualification Authority (NQA). An authority in each NATO country having product qualification responsibility. In the United States, the NQA is the Preparing Activity of a specification for the particular qualified product. The OASD (P&L) SPD is the U.S.

NQA for specifications prepared by other NATO nations, and acts as the DoD focal point.

46. Nondevelopmental Item (NDI). A generic term that covers materiel available from sources with little or no development effort required by the Government. NDIs include:

a. Items obtained from a domestic or foreign commercial marketplace.

b. Item already developed and in use by the Military Departments, the Defense Agencies, or other Government Agencies.

c. Items already developed by foreign governments that can be supplied in accordance with mutual defense cooperation agreements and Federal and DoD acquisition regulations.

47. Non-Government Standard (NGS). A standardization document developed by a private sector association, organization, or technical society that plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. This term does not include standards of individual companies.

48. Non-Government Standards Body (NGSB). A private sector association, organization, or technical society that plans, develops, establishes, maintains, or coordinates NGSSs.

49. Overage Document. A standardization document that has not been reviewed for technical currency in a 5-year period, and either updated or validated.

50. Participating Activity. The activity responsible for resolving and consolidating coordination comments on standardization program plans in its Military Department or Defense Agency, and submitting those comments to the LSA.

51. Parts Control Program. An integrated effort by the Military Departments and the Defense Logistics Agency (DLA) to streamline the selection of preferred standard parts during the design of military systems and equipment.

52. Preparing Activity. The DoD activity or the civilian Agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

53. Primary Inventory Control Activity (PICA). A code indicating the principal supply control activity responsible for establishing and controlling **stockage** objectives, and for maintaining item accountability for an item of supply.

54. Producer. The actual manufacturer of parts or materials that are not used as end items, but are processed or incorporated into designed equipment. This term distinguishes a producer from an equipment manufacturer who uses the parts and materials in his or her equipment.

55. Product. Includes materials, parts, components, subassemblies, assemblies, and equipments. The term "product" also encompasses a family of products. A family of products is defined as "all products of the same classification, design, construction, material, type, and other design characteristics produced with the same production facilities, processes, and quality of material, under the same management and quality controls, but having the acceptable variety of physical and functional characteristics defined and specified in the applicable specification."

56. Product Description. A generic term for documents used for acquisition and management purposes, such as specifications, standards, CIDs, NGSSs, or purchase descriptions.

57. Program-Unique Document. A specification that describes a product, process, or material developed and produced for use under a specific program or as part of a single system, which has no application outside of that system.

58. Purchase Description. A product description prepared for one-time use, for small purchases, or when development of a standardization document is not cost effective.

59. Qualification. A process in advance of, and independent of, an acquisition by which a manufacturer's or distributor's products are examined, tested, and approved to determine with the requirements of a specification.

60. Qualified Manufacturers List (QML). A list of manufacturers' facilities that have been evaluated and determined to be acceptable based on the testing and approval of a sample specimen and conformance to the applicable specification. The QML includes appropriate products, processes, or technology identification, and test reference with the name and address of the manufacturer's plant.

61. Qualified Product. A product that has been examined, tested, and listed in, or approved for listing on, the applicable QPL.

62. Qualified Products List (QPL). A list of products that have met the qualification requirements stated in the applicable specification, including appropriate product identification and test or qualification reference with the name and plant address of the manufacturer and distributor, as applicable.

63. Qualifying Activity. An activity that is either the Preparing Activity or Adopting Activity of the specification or its designated agent, as specified in the specification or as directed by the NQA.

64. Review Activity. A Standardization Management Activity having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.

65. Specification. A document prepared to support acquisition that describes the essential technical requirements for purchased materiel and the criteria for determining whether those requirements are met.

66. Standard. A document that establishes uniform engineering and technical requirements for processes, procedures, practices, and methods. Standards may also establish requirements for selection, application, and design criteria of materiel.

67. Standardization. The process of developing and agreeing on (by consensus or decision) uniform engineering criteria for products, processes, practices, and methods.

68. Standardization Areas. Standardization categories for engineering technologies, disciplines, and practices that do not fall under a FSC or a FSG. The SD-1 (reference (t)) identifies the standardization areas.

69. Standardization Council. A council comprised of the Principal Deputy Assistant Secretary of Defense (Production and Logistics), the Deputy Assistant Secretary of Defense (Production Resources), Director of Manufacturing Modernization, and the Standardization Executives, which provides senior management oversight and direction for the Defense Standardization Program.

70. "Standardization Directory" Reference (t). A publication that identifies standardization responsibility assignments by

FSCs, FSGs, and standardization areas. It also includes addresses, telephone numbers, and points-of-contact for the military offices, civilian Agencies, and non-Government standards bodies participating in the DSP.

71. Standardization Document. A generic term for a document used to standardize on an item of supply, process, procedure, method, data, practice, or engineering approach. Standardization documents include military specifications, standards, handbooks, and bulletins; Federal specifications and standards; guide specifications; CIDs; and NGSS.

72. Standardization Executives. Representatives of general and/or flag officer rank, or equivalent civilian grade, appointed by the Departments of the Army, the Navy, and the Air Force, and the DLA to participate on the Defense Standardization Council.

73. Standardization Management Activity (SMA). A generic term to describe any DoD activity listed in the SD-1 (reference (t)) that functions as a Lead Standardization Activity, Preparing Activity, Participating Activity, Military Coordinating Activity, Custodian, Review Activity, Adopting Activity, or Item Reduction Activity.

74. Standardization Program Plan. A document prepared by a LSA that identifies standardization opportunities, problems, and objectives and establishes milestones for accomplishing standardization goals and specific tasks in a FSC, a FSG, or a standardization area.

75. Standardization Project. A standardization effort approved by the cognizant LSA to develop, update, cancel, or adopt a standardization document, or conduct an item reduction study or an engineering practice study.

76. "Status of Standardization Projects" (SD-4) (Reference (w)). A report containing information on standardization projects.

77. Suggested Comment. A coordination comment covering changes considered desirable, but not essential. Comments on format, grammar, and punctuation are usually suggested comments. Noncritical technical comments may also be suggested comments. Comments not supported by rationale are treated as suggested comments.

78. Superseded Document. A document that is replaced by another document or a revision to the existing document. A superseded document is not canceled, unless a specific notice of cancellation has been issued.

79. Testing Laboratory. A laboratory having facilities to perform examination and testing. That laboratory may be one of the following:

- a. A laboratory operated by or under contract to the Government.
- b. A laboratory of the manufacturer or distributor either in-plant or under contract.

80. Users. Customers of the DSP, which include Government and industry program managers, engineers, **logisticians**, repair and maintenance personnel, and anyone else who may use the specifications, standards, and other related documents produced under the DSP.

81. Validation. The **process by which the Preparing Activity for a** document determines that an overage document is still required, meets the users' needs, continues to reflect accurate and current requirements, and meets the policies of the DSP.